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Report For Week Ending 12 November 1957  
From  
Records Center

During the week the following accessions were made:

COMPT	27 Cu. Ft.
PERS	3 " "
ORR	2 " "
DD/P	89 " "
MEDICAL	4 " "
OCR	2 " "
OTR	7 " "
OO	53 " "
OSI	1 " "
Sub-Total:	<hr/> 188 Cu. Ft.
Finished Intelligence	41 " "
Total:	<hr/> 229 Cu. Ft.

Map Negatives	1,007 Cu. Ft.
Records Holdings	24,486 " "
Distribution Material Holdings	10,911 " "
Total:	<hr/> 36,404 Cu. Ft.

Distribution Material Disposed of at Center	133 Cu. Ft.
Distribution Material Transferred from Center	9 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	4 " "
Total:	<hr/> 146 Cu. Ft.

### Accessioning

The Center received 10 cubic feet of OCI Handbooks to be stored in the supplemental area. These are the first finished intelligence reports received from OCI to be handled on a supplemental basis.

The Center received the special marked envelopes from OO/C. Material that is now housed in sealed containers will be inserted in envelopes; thereby, enabling the Center to service the envelope instead of the container.

### Reference

The inventorying of supplemental material has been completed. In finishing up this project 124 cubic feet of FDD material was destroyed and 8 cubic feet were consolidated.

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General

OO/C has requested that special clearance be obtained for one Center employee in order to service their material in emergency.

25X1 [redacted] has begun pouring the concrete floors for the addition to the Center.

[redacted]

25X1

Chief, Records Center Division

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,531	10,379	11,910
DD/P	659	8,071	8,730
DD/S	401	7,939	8,340
DD/S (Compt. Grilled Area)	57	423	480
DD/I	545	6,895	7,440
DD/I (Grilled Area)	1,093	2,687	3,780
DCI	3	27	30
Map Negative	<u>583</u>	<u>1,007</u>	<u>1,590</u>
TOTAL:	4,872	37,428	* 42,300

\* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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